

Toledo Lucas County Public Library
Minutes of Board of Trustees Meeting
May 27, 2021
Main Library 8:30 a.m.

Present Micheal Alexander, Michael Dansack, Dennis Johnson, Keith Jordan, Sheila Odesky, Jesus Salas, Susan Savage.

Roll Call The meeting was called to order by Mrs. Savage at 8:30 a.m., followed by roll call.

Minutes The minutes of the regular meeting March 25, 2021, were approved on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Executive Director's Comments Throughout the pandemic th region has continued to flourish and the Library is no exception. Toledo has been named as the top location for small businesses. The Library is part of that vision moving forward bringing new services and working with the community. This is the context for the Library's new strategic roadmap. The Library engaged Root Inc. to work with us on leadership team development and strategic planning. Root conducted background interviews, collected data about the Library, and led four, four-hour intensive team building sessions with the leadership team. Mr. Kucsma is excited to share the ground rules, underlying beliefs and strategic priorities that will guide TLCPL over the next four – five years. These have been shared with staff over the last month. An image of all of this was created by Root illustrators who sketched over the sixteen hours that ELT worked together. This is a bold vision, a stake in the ground on how TLCPL will lead and how people use the Library. There are six key strategic priorities for the next four and a half years.

- Help children learn to read: Success looks like direct measurable impact in the individual lives of children birth – third grade through TLCPL tutoring, reading and teacher outreach programs in direct support of increasing the Kindergarten Readiness Assessment rate and the passing rate of the Third Grade Reading Guarantee.
- Help students succeed: Success looks like creating pathways to success in the individual lives of students and young adults through participation in TLCPL after-school programs, strategic partnerships, and mentorship programs.
- Help adults expand their horizons within our areas of expertise: Success looks like 90% of Lucas County residents have an active Library card.
- Provide technology access: Success looks like every person in Lucas County has access to a computer and Wi-Fi when they need it.
- Provide technology skills development: Success look like every customer can go to any location, at any time, to meet and/or expand their technology skills.
- Serve as the go-to community connection and hub: Success look like TLCPL is the institution that community members turn to when they want to engage one another or connect with vital community resources.

The culture of our organization is at the heart of how TCLPL serves the community. The Library has a shared commitment to treat each other with a level of respect and professionalism to serve our community.

Employment Report The employment report was approved on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

Appointments

Employee	Agency	Grade	Salary	Date
Robert Bennett II	Facilities & Operations	Gr 6A*	\$44,386.66	04/19/2021
James Adlington	Facilities & Operations	Gr 1A*	\$32,816.73	05/03/2021
Scott Main	Facilities & Operations	Gr 1A*	\$32,816.73	05/03/2021
Michael Williams	Facilities & Operations	Gr 1A	\$32,816.73	05/03/2021
Jaren Jackson	Public Safety Department	Ungraded	\$23,7823	05/06/2021
Elizabeth Wiley	Human Resources	Gr F*	\$70,868.81	05/10/2021
James Adams	Facilities & Operations	Gr 6A*	\$47,089.81	05/24/2021
Caleb Jones	Facilities & Operations	Gr 1A*	\$32,816.73	05/24/2021

Payroll Changes

Employee	From	To
3/30/2021	King Road	Main Shelves
Holly Yard	Shelver	Shelver
Return to Former Position	Ungraded St 3	Ungraded St 3
	CWA Shelver \$11,7174 Hourly	CWA Shelver \$11,7174 Hourly
04/04/2021	Reynolds Corners	Washington
Cynthia Arias	Supervisor Circulation Services II	Supervisor Circulation Services III
Promotion/Transfer	Gr D St 7	Gr E St 6
	Exempt FT \$55,654.49	Exempt FT \$58,498.41
04/04/2021	Holland	Holland
Morgan Blake	Customer Service Clerk I	Customer Service Clerk I
Temporary to Permanent	Gr 1A* St 5	Gr 1A* St 5
	CWA FT \$35,859.90	CWA FT \$35,859.90
04/04/2021	Maumee	Public Services
Allison Fiscus	Regional Manager	Adult Services Coordinator
Transfer	Gr K St 1	Gr K St 1
	Exempt FT \$80,556.92	Exempt FT \$80,556.92
04/04/2021	Washington	Main Circulation
Janet Forney	Acting Supervisor Circulation Services III	Supervisor Circulation Services II
Return to Former Position	Gr E St 6	Gr D St 7
	Exempt FT \$58,498.41	Exempt FT \$55,654.49
04/04/2021	Heatherdowns	Main Circulation
Shawna Hill	Customer Service Clerk I	Customer Service Clerk I
Status Change/Transfer	Gr 1A* St 2	Gr 1A* St 2
	CWA PT-II \$16,8291 Hourly	CWA FT \$32,816.73
04/04/2021	Heatherdowns	Heatherdowns
Theresa Nickerson	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 3	Gr 1A* St 3
	CWA PT-II \$17,3340 Hourly	CWA FT \$33,801.30
04/04/2021	Fact & Fiction	Maumee
Rebecca Stanwick	Assistant Manager/Librarian IV	Acting Manager/Librarian V
Acting Status/Temporary	Gr G* St 3	Gr G* St 4
Transfer	Exempt FT \$62,729.83	Exempt FT \$65,273.06
04/18/2021	Holland	Holland

Hannah Grohowski	Acting Manager/Librarian VII	Regional Manager
Promotion	Gr J St 2	Gr K St 1
	Exempt FT \$77,273.67	Exempt FT \$80,556.92
04/18/2021	Oregon	Point Place
Carrie Kondalski	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A St 5	Gr 2A St 5
	CWA FT \$37,867.99	CWA FT \$37,867.99
04/18/2021	Washington	Washington
Chariti Lockard	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 2	Gr 1A* St 2
	CWA LPT \$16,8291 Hourly	CWA FT \$32,816.73
04/25/2021	Washington	Washington
Angela Bronson	Acting Manager/Librarian VII	Manager/Librarian VII
Promotion/Permanent	Gr H St 4	Gr J St 1
Transfer	Exempt FT \$70,868.81	Exempt FT \$73,990.22
4/25/2021	Holland	Holland
Hannah Grohowski	Regional Manager	Regional Manager
Appointed to Agency	Gr K St 1	Gr K St 1
	Exempt FT \$80,556.92	Exempt FT \$80,556.92
05/02/2021	Computers & Media	Computers & Media
Unique Britton	Librarian I/Adult Services	Librarian I/Adult Services
Permanent Assignment	Gr 6A St 9	Gr 6A St 9
	APPLE FT \$59,193.50	APPLE FT \$59,193.50
05/02/2021	Children's Library	Lagrange
Kimberley Fisher	Librarian II/Children's Services	Librarian II/Youth Services
Classification	Gr 7C St 3	Gr 7C St 3
Change/Transfer	APPLE FT \$52,439.13	APPLE FT \$52,439.13
05/02/2021	Oregon	Oregon
Amber Kroggel	Supervisor Circulation Services III	Administrative Assistant II
Promotion	Gr E St 7	Gr F St 6
	Exempt FT \$60,648.67	Exempt FT \$63,885.97
05/02/2021	Oregon	Children's Library
Kathryn McGowan	Librarian II/Teen Services	Librarian II/Children's Services
Classification	Gr 7C St 9	Gr 7C St 9
Change/Transfer	APPLE FT \$66,760.93	APPLE FT \$66,760.93
05/02/2021	Toledo Heights	Toledo Heights
Ryan Rigaux	Acting Manager/Librarian V	Manager/Librarian V
Promotion/Appointed	Gr G St 4	Gr H St 2
To Position	Exempt FT \$65,273.06	Exempt FT \$65,342.60
05/02/2021	Facilities & Operations	Facilities & Operations
David Scanlan	Assistant Superintendent	Manager
Job Title Change	Gr I St 9	Gr I St 9
	Exempt FT \$92,071.64	Exempt FT \$92,071.64
05/02/2021	Mobile Services	Mobile Services
Franco Vitella	Acting Manager/Librarian V	Manager/Librarian VI
Promotion/Appointed	Gr G* St 4	Gr I* St 1
To Position	Exempt FT \$65,273.06	Exempt FT \$67,978.54
05/02/2021	West Toledo	West Toledo
Alexis Yates	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 5	Gr 1A* St 5

	CWA PT-I \$18,389.7 Hourly	CWA FT \$35,859.90
05/16/2021	West Toledo	West Toledo
Olivia Drees	Customer Service Clerk I	Customer Service Clerk I
Status Change	Gr 1A* St 1	Gr 1A* St 1
	CWA LPT \$16,339.0 Hourly	CWA PT-II \$16,339.0 Hourly
5/16/2021	South	Kent
Celeste Felix-Taylor	Regional Manager	Regional Manager
Transfer	Gr K* St 1	Gr K* St 1
	Exempt FT \$80,556.92	Exempt FT \$80,556.92
05/16/2021	Oregon	Public Services
Amber Kroggel	Administrative Assistant II	Administrative Assistant II
Transfer	Gr F St 6	Gr F St 6
	Exempt FT \$63,885.97	Exempt FT \$63,885.97
5/16/2021	Toledo Heights	Toledo Heights
Morgan Rinckey	Librarian I/Children's Services	Librarian II/Children's Services
Promotion	Gr 6C St 2	Gr 7C St 1
	APLE FT \$43,948.97	APLE FT \$47,563.93
05/16/2021	Main Circulation	Oregon
Andrew Scouten	Customer Service Clerk II	Customer Service Clerk II
Transfer	Gr 2A* St 4	Gr 2A* St 4
	CWA FT \$36,764.94	CWA FT \$36,764.94
5/16/2021	Kent	Maumee
Susan Skitowski	Regional Manager	Regional Manager
Transfer	Gr K+ St 9	Gr K+ St 9
Red Circled - Frozen	Exempt FT \$125,924.01	Exempt FT \$125,924.01
5/16/2021	Maumee	Fact & Fiction
Rebecca Stanwick	Acting Manager/Librarian V	Assistant Manager/Librarian IV
Return to Former Position	Gr G* St 4	Gr G* St 3
	Exempt FT \$65,273.06	Exempt FT \$62,729.83

Separations

	Employee	Agency	Date
Administration	Rhonda Sewell	Director's Office	05/06/2021
Clerical	Tahjeri Wilson	Main Circulation	05/05/2021
	Joyce Moser	Lagrange	06/04/2021
Custodian	Kevin Gilford – <i>Retirement</i>	Washington	05/21/2021
	Antonio Quintanilla	Facilities & Operations	05/21/2021
Librarian	Catashia Haskins	Point Place	05/21/2021
	Jillana Williams	Ready to Read	06/02/2021
Maintenance	Christopher Korzec	Facilities & Operations	04/16/2021
	Michael Markowiak	Facilities & Operations	05/07/2021
Security	Thomas Gonzales – <i>Retro 02/18/2020</i>	Public Safety	03/30/2021
	Michael Wright – <i>Retro 03/10/2020</i>	Public Safety	03/30/2021
Sub	Shirley Haenggi – <i>Retro 03/09/2020</i>	HR Sub	04/26/2021

Holiday Closing Library Administration requested Board approval of the Library’s holiday schedule for the upcoming Independence Day Holiday and recommended closing the Library on Monday, July 5th, 2021. Mrs. Odesky moved approval of these closings, seconded by Mr. Alexander; all voted aye, motion carried.

Financial Report The financial reports for the months ending March 31st, 2021, and April 30, 2021, were accepted by the Board as presented on motion of Mr. Dansack, seconded by Mr. Jordan; all voted aye, motion carried.

Tax Receipts March

Opening Balance	\$6,263,670.00
Real Property Tax	10,226,723.41
March Public Library Fund	1,326,906.40
2021 Year to Date	\$17,817,299.81

Tax Receipts April

Opening Balance	\$17,817,299.81
Real Property Tax	0.00
April Public Library Fund	1,132,923.50
2021 Year to Date	\$18,950,223.31

Vouchers Approved The Board approved payment of the following Schedule of Vouchers for March and April on motion of Mr. Johnson, seconded by Mr. Dansack; all voted aye, motion carried.

March 2021

General Fund	\$3,546,422.07
Coronavirus Relief Fund (CRF)	699.35
Building & Repair Fund	0.00
Capital Projects Note Fund	1,987.50
Total Health Care	407,674.32
Gift Funds	0.00
Trust Funds	12,735.00
Total:	\$3,969,518.24

April 2021

General Fund	\$3,523,479.83
Coronavirus Relief Fund (CRF)	9,508.00
Building & Repair Fund	0.00
Capital Projects Note Fund	44,923.20
Total Health Care	331,357.41
Gift Funds	739.95
Trust Funds	2,067.50
Total:	\$3,912,075.89

Interim Funds Activity Interim Funds Transaction were approved as listed below on motion of Mr. Dansack, seconded by Mr. Alexander; all voted aye, motion carried.

March 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$14,714,400.24
STAR @ 1.77%	1,987.50	10,400,000.00	
Huntington @ 0.20%	2,831,951.87		
March - Interest		321.93	
Ending Balance	\$2,833,939.37	\$10,400,321.93	\$22,280,782.80
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 16,504,991.44		
Building & Repair Fund	4,154,041.70		
Gift Fund	182,725.17		
Capital Projects Fund	1,439,024.49		
	\$22,280,782.80		

April 2021

	<u>Maturities</u>	<u>Investments</u>	<u>Balance</u>
Opening Balance			\$22,280,782.80
STAR @ 1.77%	45,663.15	450,000.00	
Huntington @ 0.20%	2,553,223.94		
April- Interest		310.36	
Ending Balance	\$2,598,887.09	\$450,310.36	\$20,132,206.07
<i>Breakdown of Funds:</i>			
General & Insurance Fund	\$ 14,401,900.99		
Building & Repair Fund	4,154,116.35		
Gift Fund	181,995.27		
Capital Projects Fund	1,394,193.46		
	\$20,132,206.07		

Depository Agreements On May 23,2019 the Board passed a motion to renew two depository agreements, one with PNC Bank and one with Huntington National Bank. The intent of the motion on May 23, 2019, was to renew these two expiring depository agreements to align with the Fifth Third Bank depository agreements, which has an expiration date of December 31, 2021. The Finance committee recommended the Board approved an amendment to the May 23, 2019, motion to read...

In order to maintain continuity in daily operations, the administration, in consultation with the Finance Committee, is recommending that the depository agreements with PNC Bank and Huntington National Bank, which expire May 31, 2019, be renewed for a two-and-a-half-year period. The Finance Committee requests Board approval to renew the depository agreements for the period June 1, 2019, through December 31, 2019, continuing all current conditions under Chapter 135 of the Ohio Revised code and the Library's Investment Policy.

Mr. Johnson moved for the amendment to be approved, seconded by Mr. Salas; all voted aye, motion carried.

Dell Computers and Bibliotecha Invoices Article V, Section 3 of the Bylaws of the board of Trustees indicates that ordinary operating expenditures in excess of \$100,000 shall be brought to the Board for approval. The Finance Committee met with Library administration on Tuesday, May 25,2021 to discuss replacing computers and accessories from Dell and remote lockers from Bibliotecha. The remote locker purchase allows the Library to expand hold pickups at Sanger and Reynolds Corners branches and increase capacity at some locations where remote lockers are currently installed. The Dell invoice for the computers and accessories is for \$163,939.72 and the Bibliotecha invoice for the remote lockers is for \$208,932.05. The Finance Committee recommended that the Board approve these purchases. Mr. Johnson moved for approval, Mr. Jordan seconded; all voted aye, motion carried.

Reynolds Corners Restroom Project Change Order The Library has been working with Comte Construction since April to renovate the men's and women's restroom at the Reynolds Corners Branch Library. The Building and Grounds Committee met on Mary 25, 2021 with Library administration to review the following change order item by item. The total value for changes amounts to \$3,987. Mr. Dansack moved for approval, Mr. Johnson seconded; all voted aye, motion carried.

1. Modification to Emergency Light Type	\$233
2. Water Supply Valve Change	\$500
3. Floor Leveling	\$875
4. Exhaust Fan Replacement (Men's and Women's)	\$1,742
5. Electrical Rework in Custodial Closet Wall	\$637

Main Cooling Tower Change Order Library Administration has been working on replacing a large cooling tower at Main Library. The Building and Grounds committee met with Library administration on May 25, 2021 to review a change which requires increasing the exhaust damper size that was specified to better fit the opening of the roof and the new cooling tower. This increased damper size will result in a change order to the project in the amount of \$1,732.

The Building and Grounds Committee recommends approval. Mr. Dansack moved for approval, Mrs. Odesky seconded; all voted aye, motion carried.

Staff Organizations Brief remarks were heard from Brooke Cox, APLE representative and Jon Henley, CWA representative.

Regular Meeting, June 24, 2021, Main Library Mrs. Savage announced that the next regular meeting of the Board would be on Thursday, June 24, 2021, at 8:30 a.m., at the Main Library, 325 N. Michigan St., Toledo.

Adjournment There being no further business to come before the Board, Mrs. Savage asked for a motion to adjourn the meeting. Motion made by Mr. Johnson, seconded by Mr. Jordan; all voted ay, meeting adjourned at 9:07 p.m.

Approved by: _____
Susan Savage, President

Attested by: _____
Dennis Johnson, Secretary

Date: _____
June 24, 2021